



**Solicitation Information**  
**18 April 02**

**LOI # B00901**

**TITLE:** Oracle Public Sector Financial Applications and Database Administration

**Submission Deadline:** 15 May 02 @ 2:00 PM

**PRE-BID/ PROPOSAL CONFERENCE:** Yes    **DATE:** 25 April 02    **Time:** 2:40 PM

**MANDATORY :** No

**LOCATION:** Department of Administration, Division of Purchases  
(2<sup>nd</sup> Fl), One Capitol Hill, Providence, RI

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **25 April 02 at 12:00 Noon** . Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be discussed at the pre-bid conference and included in the meeting summary which will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED:** No

**BOND REQUIRED:** No

**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at**  
**[www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

No offer will be considered that is not accompanied by a completed and signed Bidder Certification Cover Form.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Department of Administration / Office of Library and Information Services, is soliciting proposals from qualified vendors to provide technical support and assistance in using the Oracle Public Sector suite of financial and human resource applications, in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us). The system employs Oracle Public Sector Applications release 11.5.5 and Oracle RDBMS 8.0 on a HP server. The following is to solicit costs for services to support this project.

*It is the intent of the State to use this solicitation to establish a qualified vendor list for a three + year Master Price Agreement, administered by the Office of Library and Information Services, commencing on, or about 1 July 02 – 31 Dec 05*

This is a Letter of Interest, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

#### INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. PROPOSALS FAXED TO THE STATE WILL NOT BE CONSIDERED.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative

proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). This is a requirement only of the selected vendor (s).
- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

To be considered qualified, offerors must demonstrate through references and staff resumes:

#### General Qualifications

- Experience with public sector financial management practices, including accounting, budgeting, purchasing, and human resources.
- Full life cycle implementation experience with deployment of systems of similar size and complexity
- Experience with Oracle Public Sector applications release 11.5.5. NCA
- Experience in the Unix, particularly environment at the enterprise scale.
- Experience with Oracle Developer 2000, Oracle Discoverer and Reporter
- Experience with configuration and customization capabilities of Oracle financials, such as flexible fields

#### Vendor Business Requirements

- References of work performed in large Oracle Public Sector implementations.
- Quality Guarantee: The vendor guarantees that work performed will meet project specifications and will be subject to Quality Assurance review by the state. Non-compliance will result in non-payment for services.
- The state has the option to hire contracted staff after a period of six months at no charge or penalty.

#### Scope of Work

1. Based on the above, please provide hourly rates for the following specifications. Rates provided must include all travel, living and other expenses. [Offerors may specify responses to some or all of the following classifications of individuals and teams]
  - a. Project Manager: Knowledge of the Public Sector, its operational structure and standards practices. Must have project management experience in directing large Oracle Public Sector Financial application projects to term. Strong ability to manage a team of people, to meet delivery dates, have excellent communication skills and the ability to advise the state on project matters

- Intermediate Experience (2-4 Years, 2 implementations)
- Senior Experience (> 4 years, >2 implementations)

b. Oracle Public Sector Financial and Human Resource Applications/Database Administrator:

- Junior (< 2 years)
- Intermediate (2 – 4 years)
- Senior (> 4 years)

c. Oracle Public Sector Financials Developer: Experience in building and modifying forms/screens, building flex fields, creating interfaces/extensions with other modules and third party software and incorporating Oracle alert.

- Junior (< 2 years)
- Intermediate (2 – 4 years)
- Senior (> 4 years)

d. Oracle Public Sector Financials Report Generator: Experience in modifying, building custom Oracle reports and interfacing with financial modules and other third party software.

- Junior (< 2 years)
- Intermediate (2 – 4 years)
- Senior (> 4 years)

e. Oracle Public Sector Financials Functional Consultant: Knowledge of public sector accounting practices. Detailed knowledge of the functional capabilities of Oracle Public Sector Financials, Human Resources and Payroll integrated product with specific module experience of the following:

- 1) General Ledger
  - Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 2) Accounts Payable
  - Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 3) Purchase Order
  - Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 4) Accounts Receivable

- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 5) Fixed Assets, Inventory, Order Entry, Billing and Materials
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 6) Grants Management
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 7) Public Sector Budgeting
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 8) Project Costing/Billing
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 9) Engineering
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 10) Human Resources, Personal Time & Expense
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 11) Payroll
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 12) Web Employees
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 13) Oracle Sourcing
- Junior (< 2 years)

- Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 14) Oracle Advanced Benefits
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 15) Oracle Training Administration
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)
- 16) Oracle Workflow
- Junior (< 2 years)
  - Intermediate (2 – 4 years)
  - Senior (> 4 years)

h. Oracle Data Base Administrator: experienced in management, administration, design of Oracle RDBMS 7.x and 8.x in an HP environment. Experience with additional Unix and/or mainframe environments and Internet helpful.

- Junior (< 2 years)
- Intermediate (2 – 4 years)
- Senior (> 4 years)

### **QUESTIONS / CONFERENCE & SUBMISSION**

A Pre-proposal Conference, for the purpose of clarifying the scope and intent of this requirement, as well as the evaluative criteria to be employed in the review of responses to this Request, will be conducted on **25 April 02 @ 2:40 PM** at The Department of Administration / Division of Purchases (Bid Room, 2<sup>nd</sup> floor), One Capitol Hill, Providence, RI 02908

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **25 April 02 at 12:00 Noon**. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be discussed at the pre-bid conference and included in the meeting summary which will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For technical assistance, call the Helpline at (401) 222-2142, ext 134.

Interested offerors may submit proposals to provide the services covered by this Request on or before **15 MAY 02 @ 2:00 pm**. Proposals received after this time and date will not be considered.

Responses (an original plus five copies) should be mailed or hand-delivered in a sealed envelope marked "LOI # B00901: Oracle Public Sector Financial Applications and Database Administration" to:

**By Courier:**

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

**By Mail:**

**R.I. Department of Administration  
Division of Purchases  
P.O. Box 6528  
Providence, RI 02940-6528**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

Proposals must include the following:

- 1) A completed and signed R.I.V.I.P.generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>)
- 2) A signed Cost Proposal reflecting the hourly rate proposed for this scope of services, **Bidders must offer separate pricing for Year 1, Year 2, and Year 3 (through 31 Dec 05).** If only one price appears, that price will remain constant for the life of the agreement. Bidder must include **pricing in hard copy and on disk (Microsoft Excel)**
- 3) A Technical Proposal describing the background, qualification, and experience with and for similar programs,
- 4) Vendor financial statements supporting the viability of the organization.
- 5) Proof of Professional General Liability insurance of at least \$500,000.

Evaluation and Selection

Only offerors who can demonstrate that they meet the General Requirements and Vendor Business Requirements above will be considered for selection.

The Office of Library and Information Services will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

- |   |                                 |           |
|---|---------------------------------|-----------|
| ➤ | Individual Staff Qualifications | 35 points |
| ➤ | Capability & Capacity           |           |

➤	Business Capability, Capacity, financial stability and Qualifications of the Offeror	35 points
➤	Cost	<u>30 Points</u>
		100 Points

*Submissions must receive a minimum of 75 points to be qualify for inclusion in this Master Price Agreement.* Once the M.P.A. is established, the Office of Library and Information Services will assist the using State Agency in selection of an appropriate vendor. The selection will be based need of the Agency versus the expertise, cost, and availability of vendors on the Master Price Agreement.

Notwithstanding the foregoing, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.